

# Fall Checklist of Reports & Fees to the National Headquarters

Report/Fee	Mailed to Chapters	Send to Headquarters	Reference
1. Convention Expense Report ( <i>pdf file on web</i> )	August	October 24	Bylaw I, 1.06
2. Advisor Report ( <i>names/addresses</i> )	September	October 31	Bylaw V, 5.03(d)(1)
3. Officer Information Report ( <i>on web</i> )	September	2 weeks after receipt	
4. Eligibility Report ( <i>orders electee materials</i> <i>(pdf file on web)</i> )	September	As soon as eligibility list is available <i>(within first 5 weeks of term)</i>	Bylaw VI, 6.04(a)
5. Election Report ( <i>Must be received/approved by Secretary-Treasurer before initiation.</i> ) ( <i>pdf on web</i> )	September	As soon as electees accept <i>(2 weeks before initiation)</i>	Bylaw VI; 6.04(b)
6. Catalog Cards ( <i>orders keys/certificates; allow 4 weeks before initiation to receive keys/certificates</i> )	September	With Election Report	Bylaw VI, 6.04(b)
7. Final Action Report & Roll Book signatures <i>(pdf file on web)</i>	September	<b>Immediately</b>	Bylaw VI, 6.04(c) Bylaw VII, 7.07
8. Initiation Fees/Convention Assessments <i>(\$27/\$3 per initiate)</i>	N/A (Statement to chpt. treas. will follow)	10 days after initiation	Bylaw V, 5.03(e)
9. Constitution Ratification Ballot ( <i>pdf file on web</i> )	October	November 24	Bylaw I, 1.05 Const. XVII, 3
10. Report of New Officers ( <i>on web</i> )	Mid-December & February	2 weeks after election	Bylaw V, 5.01
11. Convention Delegate Credentials ( <i>pdf file on web</i> )	February	2 weeks after election	Bylaw V, 5.03(d)(5)
12. Chapter Survey ( <i>on web</i> )	March	June 1	Bylaw V, 5.03(d)(8)
13. Financial Report ( <i>on web</i> )	April	May 30	Convention Action *Bylaw VIII, 8.01

The above list of required chapter reports is a guide for chapter officers. Reports, most of which are available at [www.tbp.org](http://www.tbp.org), are mailed to the **president** at the times specified. Those on as pdf files require signatures. If you need any assistance, call the headquarters staff.